New York Truck Voucher Incentive Program: Scrappage Process Guidance

This document provides guidance on completing the New York Truck Voucher Incentive Program (NYTVIP) vehicle scrappage requirement. NYTVIP requires that voucher-supported vehicle purchases be accompanied by a corresponding scrappage of a vehicle with a diesel engine model year 1992 through 2009. Vehicles with alternative fuel powertrains, including diesel-electric hybrid powertrains, are not eligible to be scrapped. Scrappage can occur any time after approval of a voucher application but it must be completed with all documentation submitted to the Contractor within 21 days of the fleet taking delivery of the new vehicle(s).

Scrappage Step-by-Step Process:

1. The Fleet will schedule the delivery of the vehicle to be scrapped with the Scrappage Facility and notify the Contractor and the Voucher Help Center via email.
2. The Voucher Help Center will notify the Scrappage Auditor and NYSERDA Program Staff by adding them to the email chain.
3. The Scrappage Auditor will coordinate via email with the Fleet and the Scrappage Facility to schedule the scrap event and corresponding Scrap Audit.
4. The Fleet will deliver the scrappage vehicle to the Scrappage Facility on the agreed-upon date with Section A and Section B of the Scrappage Certification completed.
5. The Scrappage Facility will take photos of the vehicle to be scrapped prior to scrappage. See guidance for BEFORE photos below.
6. The Scrappage Facility will then scrap the vehicle to meet program requirements. The Scrappage Auditor will be present at the scheduled time. The Scrappage Facility will complete the Scrappage Checklist and Section C of the Scrappage Certification.
7. The Scrappage Facility will take the required photos AFTER the vehicle has been scrapped. See AFTER photo guidance below.
8. The Scrappage Facility will send the before and after photos, to the Voucher Help Center, the Contractor, and the Fleet for review. The Scrappage Facility will not remove the vehicle from the property.
9. The Voucher Help Center will review all photos for quality assurance and completeness. Within two business days of receiving the photos, the Voucher Help Center will email the Scrappage Facility, the Contractor, the Fleet, the Scrappage Auditor, and NYSERDA Program Staff with confirmation that the photos are sufficient or will request additional photos to meet program requirements.
10. After the Voucher Help Center approves the photos of the scrapped vehicle, the Scrappage Facility can remove the scrapped vehicle from the property.
11. The Contractor will upload the approved photos and the completed Scappage Certification to the online NYTVIP portal within two business days to facilitate voucher review and payment.

Please direct any questions or requests for assistance to the Voucher Help Center (VHC) at 866-595-7917 or NYTVIP@energycenter.org. The VHC is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern Time, excluding national holidays.

For visual guidance on scrappage requirements and example photos see the NYSDEC Scrappage Guidance Document included here.

Revision 11.16.21
Deliver the vehicle to a participating Scrappage Facility.

Schedule the delivery to the Scrappage Facility. Notify the Contractor and VHC.

VHC to review for quality and completeness within two business days of receiving photos.

VHC to inform Scrappage Auditor.

Scrappage Auditor to coordinate scrap event and audit with the Fleet and Scrappage Facility.

Scrappage Certification Process

Fill out Section A of the VW Vehicle scrappage certification form. To be completed by the Contractor. Provide completed form to the Contractor.

Fill out Section B of the VW scrappage certification form. To be completed by the Fleet Operator. Provide to the Contractor after scrappage is completed.

Fill out Section C of the VW Vehicle scrappage certification form. To be completed by the Scrappage Facility. Provide to the Contractor after scrappage is completed.

Fill out Section D of the VW Vehicle scrappage certification form. To be completed by the Contractor. Fill out after NEW vehicle is delivered.

Upload Sections A – D of the VW Scrappage Certification Form to NYSERDA Web Portal.

Scrappage is complete.

Sections A and D may be completed by the Fleet.

Scrappage must happen after voucher approval or within 21 days of NEW vehicle delivery.

Take photos of the existing vehicle BEFORE scrapping. See Scrappage Guidance Docx.

Take photos of the scrapped vehicle. - 3 inch hole in engine block. - Cut chassis between axles.

Within two business days of acquiring acceptable photos, upload to the NYTVIP online portal. (Both before and after scrappage photos)

Scrap the vehicle in accordance with NYTVIP guidelines.

Send BEFORE and AFTER photos to VHC, Fleet, and Contractor within one business day.

Scrapped vehicle cannot be removed from scrapyard until photos have been approved by the VHC.

Voucher Application Approval

- 3 inch hole in engine block.
- Cut chassis between axles.

Please review NYTVIP Vehicle Scrappage Guidance docx. (linked)
NYSDEC Truck/Bus Scrappage Guidance

This document describes vehicle scrappage requirements required to meet the NYSDEC VW Settlement eligibility.

Truck/Bus Destruction Requirements

Vehicle scrappage is required to fulfill the requirements under the VW Settlement\(^1\). Failure to follow this guidance may impact your ability to receive funding under the New York Truck Voucher Incentive Program (NYTVIP). Please contact NYTVIP staff listed at the end of this document for any questions.

“Scrapped” shall mean to render inoperable, and at a minimum, to specifically cut a 3-inch hole in the engine block for all engines. If an Eligible Vehicle is to be replaced as part of a project, scrapped shall also include the disabling of the chassis by cutting the vehicle’s frame rails completely in half. Post-scrap materials (e.g., metals) may be recycled.

To destroy the engine:

- Cut or drill a minimum 3-inch hole (approximately the diameter of the NYTVIP supplied sticker) through the engine block.

To destroy the chassis:

- Cut or shear both the chassis rails between the two axles.

The vehicle must be driven to the scrappage location. The vehicle must be operational with the chassis and engine intact. Do not remove anything from the truck/bus except for personal items. The program cannot process VW payments until truck/bus scrappage is satisfactorily completed and documented with “before” and “after” photographs.

Failure to comply with scrappage instructions may result in the denial of VW funding.

Three pieces of information are required:

1. The completed NYTVIP Vehicle Scrappage Certification.
2. Four “before” scrappage photographs (minimum image size of 1200 x 1800 pixels or 4 x 6 inches).
3. Four “after” scrappage photographs (minimum image size of 1200 x 1800 pixels or 4 x 6 inches).

Step-by-Step Instructions

Four Required “Before Scrappage” Photographs

Take a series of before scrappage photographs of the truck or bus.

1. Vehicle (side view of entire vehicle)
2. Vehicle engine (allow some of the truck/bus color to show)
3. Vehicle Identification Number (VIN) plate (VIN must be legible)
4. Engine plate or label showing engine serial number (engine serial number must be legible)

Four Required “After Scrappage” Photographs

After the engine and chassis have been permanently disabled, you will need to take after scrappage photographs of the scrapped truck/bus showing the following:

5. Engine destruction - close-up photograph of the 3-inch hole cut in the engine with NYTVIP supplied sticker clearly visible.
6. Engine destruction - a photograph of the 3-inch hole in the engine and NYTVIP supplied sticker from a few feet back that also includes a little of the truck/bus color. If the engine has been removed from the truck/bus, a picture of the 3-inch hole, NYTVIP supplied sticker and entire engine removed from the truck/bus is acceptable for this photograph.
7. Cut chassis - a close-up photograph of the cut chassis that includes some of the truck/bus color.
8. Destroyed vehicle - a photograph that shows the entire vehicle after engine 3-inch hole and chassis cut.
Photograph Examples

The example scrappage photographs presented below meet NYSDEC VW documentation requirements.

Before Scrappage Photographs

1. Vehicle (side view of entire vehicle).
2. Vehicle engine (allow some of the truck/bus color to show).
3. Vehicle Identification Number (VIN) plate or label (VIN must be legible).
4. Engine plate or label showing engine serial number (engine serial number must be legible).
After Scrappage Photographs

5. Engine destruction - close-up photograph of the 3-inch hole cut in the engine (include NYTVIP supplied sticker in picture).
6. Engine destruction - a photograph of the 3-inch hole in the engine and NYTVIP supplied sticker from a few feet back that also includes some truck/bus color.
OR, if the engine has been removed from the truck/bus, a photograph of the 3-inch hole and NYTVIP supplied sticker. The picture below to be revised with sticker once available.
7. Cut chassis - a close-up of the cut chassis that includes some color of the truck/bus.
8. Destroyed vehicle - a photograph that shows the entire vehicle after engine 3-inch hole and chassis cut. If available, a vehicle identification number (i.e. a DOT number or Bus Identification number) should be visible in this photograph.

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